



## Guidelines for Use of George Fox University Archives

To safeguard the unique and valuable archival and manuscript material, researchers are requested to observe the following rules:

### **Equipment:**

Tablets, laptop computers, smartphones and photographic, video, and audio equipment may be used with the permission of the Archivist.

### **Circulation:**

No material will circulate outside of the Archives with the exception of circulating material to University departments wanting records for administrative purposes or university promotion. Persons requiring use of material they have transferred/donated to the Archives may also have material circulated to them provided that they have prior approval of the Archivist.

### **Reproduction:**

Material may be photocopied or scanned in accordance with the limits of the copyright act and the Archives' policies. The Archives may set restrictions to protect fragile or damaged materials.

### **Restricted Materials:**

The use of certain documents may be restricted by statute or by the office of origin/donor. The researcher must assume full responsibility for fulfilling the terms connected with the use of the restricted material. For the protection of its holdings, the Archives also reserves the right to restrict the use of materials which are not arranged or in the process of being arranged, materials of exceptional value, and fragile materials.

### **Publication:**

Permission from the Archives must be obtained before unpublished documents can be published. In giving permission to copy, quote from, or publish, the Archives does not surrender its own right to publish such material or to grant permission to others to do so. The researcher assumes full responsibility for the use of material and conformity to the laws of defamation, privacy, and copyright, and shall indemnify and hold harmless the University, the Yearly Meeting, and the Archives from claims arising as a result of use of the material so obtained. If the donors have retained literary rights, the researcher must obtain their permission before publication. GFU/NWYM Archives requests a complimentary copy of published materials that have utilized our collection.

### **Citation:**

If permission to publish is granted, location of the material must be indicated in the work. Examples of footnote citation are available on request from the Archivist.

### **Handling Materials:**

Materials must be handled with care.

Do not:

- mark on material or erase existing marks;
- use fountain pens, felt-tipped pens, or similar writing instruments;
- write notes on top of material;
- make tracings or rubbings;
- rest books or other objects on the surface of the items;
- touch the surface of loose sheets or book pages if they can be handled by their edges;
- apply paper clips, fasteners, tape "Post it" notes or rubber bands.